



## The City of Morgantown

389 Spruce Street  
Morgantown, WV 26505  
[www.morgantownwv.gov](http://www.morgantownwv.gov)

**CONTACT:** Krista Baker, Public Communications Manager  
[kbaker@cityofmorgantown.org](mailto:kbaker@cityofmorgantown.org)  
304-284-7426

Bill Wiley,  
Human Resources Director  
[bwiley@morgantownwv.gov](mailto:bwiley@morgantownwv.gov)  
304-284-7451

FOR IMMEDIATE RELEASE  
September 21, 2016

### **The Morgantown Police Department is Hiring a Police Services Technician**

MORGANTOWN – The City of Morgantown is announcing an opening a full-time Police Services Technician at a rate of \$14.26/hours with benefits with the Police Department. The technician works under the supervision of the Police Records Supervisor performing secretarial, receptionist and clerk type duties.

This position requires the applicant to enter and maintain electronic and hard copy files and records, codes, reviews and verify data entry, records, reports. The Police Services Technician files and types letters and various correspondence, serves as receptionist and responds to public inquiries, complaints, receives incoming telephone calls and transfers calls to 911 Center when necessary. This position will also be dealing with receiving and giving receipts for record requests.

This position may require rotating shifts, working on weekends and through holidays.

Qualifications include, a high school diploma or equivalent, one-year experience or equivalent training and in secretarial skills, the ability to handle distraught/dissatisfied customers, and proficiency in computer operations and typing.

Individuals interested in this position should submit a resume to the City of Morgantown's Human Resources Department located at 389 Spruce St., Morgantown, WV 26505 by September 28th.

The City of Morgantown is an Equal Opportunity Employer.

###